

CITY OF RIVERSIDE

8290

07/13/05

HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION**TITLE: PRINCIPAL ACCOUNTANT****DEFINITION**

Under general direction, to perform advanced professional accounting work in maintaining the general ledger and in the performance of various complex analytical work; to supervise administrative support staff and professional accounting personnel; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The work of this class requires the application of professional accounting techniques to a variety of problems. Incumbents in this class must be able to exercise considerable judgement in allocating charges and credits to proper accounts, prepare standard special financial reports and possess strong personal computer skills. Incumbents exercise independent judgement in the interpretation of procedures and regulations. Work normally involves supervision of clerical and professional accounting personnel.

REPORTS TO: Accounting Manager/Controller or Development Fiscal Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Accounting Manager/Controller or Development Fiscal Manager. Exercises general supervision over professional and administrative support personnel.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Examine accounts and records for proper authorizations, certifications and distribution of charges.
- Supervise control over general and subsidiary ledger controls.
- Review and verify journal and ledger entries and trial balances.
- Inspect accounting system to determine efficiency and protective value.
- Develop and maintain internal controls.
- Review records pertaining to inventory and fixed assets such as equipment and buildings to determine effective utilization.
- Analyze data obtained for deficiencies in control, duplication of effort, extravagance or lack of compliance with established policies and procedures.
- Prepare reports of findings and recommendations.
- Instruct and advise on preparation of financial statements and other related records and reports.
- Conduct special investigations/projects as assigned.
- Work with outside auditors to insure reports reflect the proper financial condition of the City or Redevelopment Agency.
- Prepare federal and state grant reports.

- Review and perform various reconciliations.
- Perform internal operational audits as needed.
- Coordinate audit related activities with other City departments, divisions and sections and outside agencies.
- Submit, coordinate and recommend changes to information systems as required to meet federal, state and municipal requirements.
- Supervise, train and evaluate subordinates as assigned.

QUALIFICATIONS

Knowledge of:

- Governmental accounting and its application to municipal accounting.
- Principles of financial administration, including budgeting and reporting.
- Thorough knowledge of informational systems used for accounting and the internal controls required.
- Principles and techniques of systems development and program planning.
- Principles and practices of organizations and personnel management.
- Computer software applications used to create spreadsheets and analyze data in database form.

Ability to:

- Analyze and evaluate accounting and auditing problems.
- Analyze financial accounting and reports.
- Develop accounting and related data in the preparation of reports and analyses.
- Detect and explain account irregularities and to recommend effective corrective measures.
- Perform original work in the development and modification of accounting systems.
- Communicate clearly and concisely, orally and in writing.
- Operate a personal computer using database and spread sheet programs; perform limited program modifications to adapt software to varying applications.
- Supervise, train and evaluate subordinates as assigned.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with major course work in accounting.

Experience: Five years of experience in professional accounting, preferably including two years in a supervisory capacity.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Principal Accountant

TO: Accounting Manager/Controller
Development Fiscal Manager